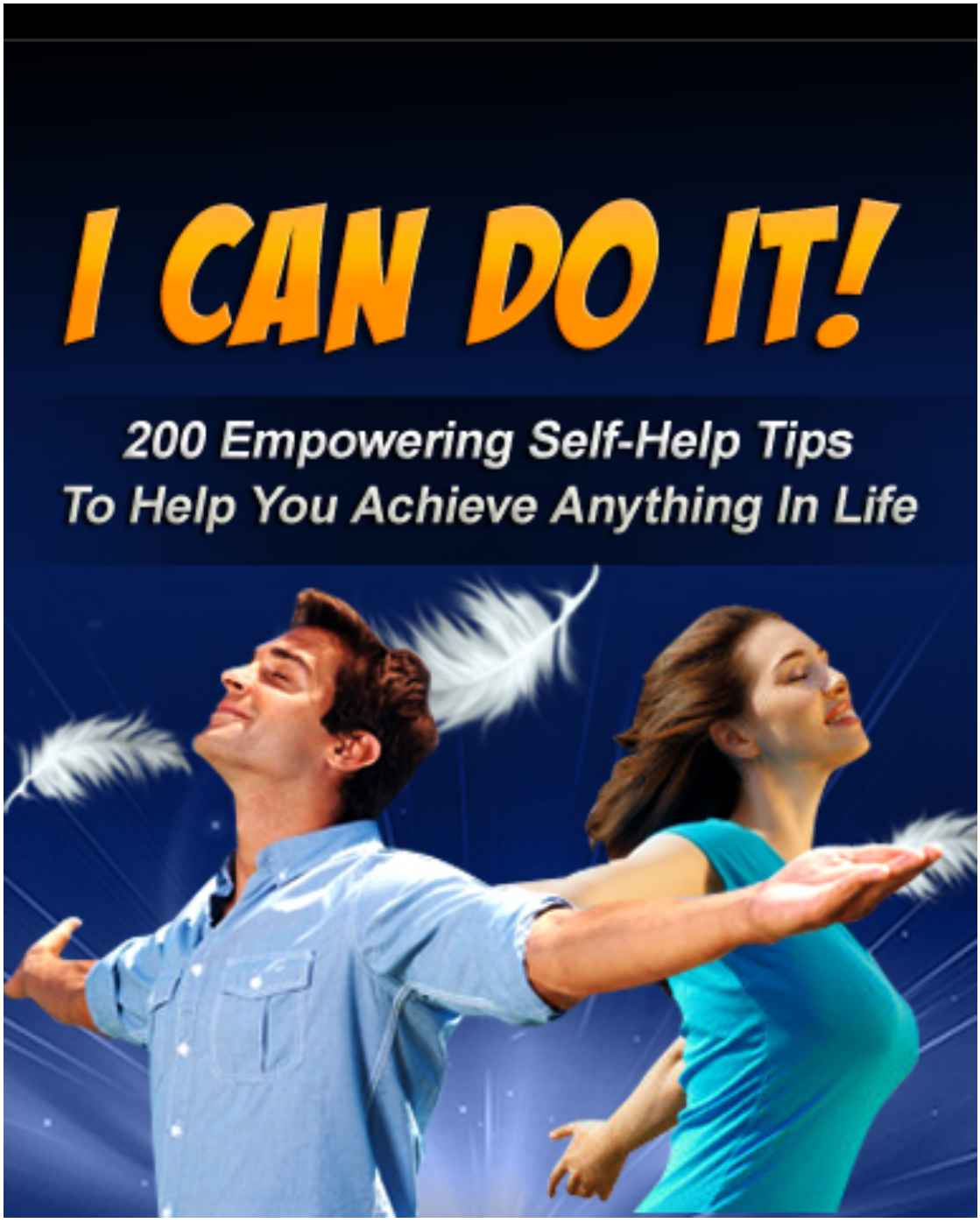


insta: whitehat_farhan
YouTube: I am variable

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# Introduction

Who doesn't want happy and satisfying life?

It is but normal for us human beings to want such a life. We are filled with this insatiable hunger for a better and meaningful existence. This hunger is the very reason that drives us to look for ways and means which unfortunately, doesn't always lead to the life we are looking for.

Don't despair, though, since such a life is not so easily achieved. Many can attest to that fact. But that doesn't mean that it is a mirage, no. It is possible for you to have the life you want, if you are willing to make some changes to your way of living and yourself.

Of course, you need to make some changes to your life. Some changes may be small, some may be drastic, but all in all, they will help you to become a better individual, as well as help you reach your goal of having a better life. The following quote by George Bernard Shaw summarizes what I am trying to say: *"Life is not about finding yourself. Life is about creating yourself."*

A great life encompasses success in many things – work, love and life in general, among others. In today's modern world, men and women are required to juggle all three and more on a daily basis, making it difficult to appreciate one's existence.

Some people may have already resigned to having a life like that, but for those who are haven't, the only thing that makes sense now is to look for ways to make our life much more bearable.

And here they are.

The following chapters of this Ebook are filled with empowering tips that will be definitely helpful in your journey towards having a better life. It is divided into four

main categories that cover everything from tips to becoming successful in your business and career, to tips that deal with improving general living as well as the relationships with people around you.

Working your way through all the tips mentioned here can be quite challenging. But do remember that nothing comes easy in life. Every good thing that you want needs a conscious effort from you.

The tips mentioned here do not aim to remove fear from your life, nor do they aim to end all the pain and suffering that you are presently experiencing, since both fear and pain are necessary components in self-development. Without these two, you will never learn how to take calculated risks, nor will you learn how it feels to fail and learn from it.

Rather, the tips in this Ebook are given to provide you and everyone else a guide towards learning how to deal with fear and pain in order to become a better person. They serve as the stepping stones that you need in order to reach your ultimate goal – to be a person who is able to face the challenges of life and overcome them. Upon reaching this goal, you will realize that the path to having a happy, fulfilling and satisfying life is much clearer and easier to tread.

## A Better Life

*"In the end, it is not the years in your life that counts – it is the life in your years."*

*~ Abraham Lincoln*

As mentioned earlier, there are several things you have to do and changes you have to go through in order to have a better life. After all, having a life that you can be proud of, no matter the length, is more than enough of an accomplishment. These tips though, may sound so common and normal that you will be saying to yourself, "Why didn't I think of that?"

The sad thing is that despite their being "common and normal" many people tend to forget them, or worse, simply ignore them. Simple as the following tips are, they are powerful enough to make both little and huge changes that can have an impact in your life.

1. **Know what you want to do with your life.** What do you want to achieve in your life? Do you want to be financially stable? Do you want to have a happy family? Do you want a mansion and a sports car? Whatever it is, knowing what you want in life is crucial. This is because long-term goals give your life direction and meaning, as well as provides you with the needed motivation to work diligently and industriously.
2. **Know how much you don't know.** Acknowledge the fact that you do not know everything. Acknowledging this will fuel your desire to learn more. When you have that desire, you will find that as you learn, you become a little better every single day.
3. **Clean the clutter in your home.** Having a clean abode helps to make your life easier. For one, you will find that you a have a more relaxing home to come to after a hard day's work.

4. **Clean the clutter in your mind.** When you have a clean home, you should strive to make your mind clutter free as well. This means that you have to learn to focus on the important things and do away with the less important ones. Once you do this, you will immediately feel less burdened by troublesome thoughts.
5. **Share the love with others.** Volunteer for your local community's soup kitchen or maybe help in the clean up drive, or maybe you can read for kids in the local library. This is one way of doing something good for others, your community, and yourself. Helping others gives one a sense of satisfaction and fulfilment that is rarely found in other things.
6. **When you reminisce about your life, think about the good things.** Of course, you can think about the negative things too, but only to serve as your motivation to do and become better. Remember all the good you have done no matter how simple and unimportant they may seem, like picking up trash along the way home or maybe helping an old lady cross the street. When it comes to doing good, even the smallest of things count.
7. **Don't try to do too much at once.** Life can be very hectic nowadays as you juggle work with home and so on. Sure, you may think that you will be able to accomplish more by doing several things at once, but such is not always the case. Take things one at a time – remember, the only way to eat an elephant is one bite at a time.
8. **Reward yourself.** When you know you did something worthwhile today, give yourself a gift. Rewards need not be something expensive, but even simple things that you enjoy like a hot cup of coffee at the coffee shop. It is not the price after all, but rather the feeling of achievement and fulfilment that resulted in the reward.
9. **Strive to make today better than yesterday.** If helping one old lady cross the street yesterday made you feel good about yourself, how would helping

two old ladies today make you feel? See, the more good you do, the better you will feel about yourself.

10. **Don't forget that the focus is you.** Helping others is necessary in order to become a better person, but do remember that if helping and pleasing everybody is becoming stressful, then maybe it is time to take a little step backwards. Remember that you cannot please every single person you come across with.
11. **Be adventurous and take a risk.** This is a necessary part of life, as it means that you should try to get out of your comfort zone from time to time. This widens your horizon and makes you more open-minded. Think of it as a way of opening yourself up to new and better opportunities.
12. **Do something you truly enjoy.** If you have been thinking about doing something for a long time (like starting a new hobby) but have been caught up in work and life, then try to make time for it. Reorganize your schedule and make plans - now. It provides a wonderful distraction from all the hustle and bustle of life.
13. **Find inspiration.** Inspiration is necessary to keep you going. Without it, your motivation will wane and you will end up back in square one. Some people find inspiration from the bible, while others find inspiration in characters they find in nonfiction novels and biographies or autobiographies. Some people even find inspiration from fictional characters in fiction novels.
14. **If you believe that you are not seeing any improvement, then seeking professional help may be necessary.** Alternatively, sometimes, joining an anonymous club is a good way of finding help and fulfilment. It allows you to connect to people who knows and experienced what you are going through.
15. **Don't waste money on comfort items.** Don't buy unnecessary material things in order to make yourself feel good. Instead, focus your

attention and money to building a hobby. This way, you can save yourself from building a collection of needless clutter. Besides, the comforting effects of these items wane off quickly, making you feel regretful soon after.

## Emotional Health: Taking Care of Mind and Soul

*"When our emotional health is in a bad state, so is our level of self-esteem. We have to slow down and deal with what is troubling us, so that we can enjoy the simple joy of being happy and at peace with ourselves."*

*~ Jess C. Scott*

Taking care of your self is an important factor in having a wonderful life. Every single day, we find ourselves in situations that are emotionally and consequently mentally straining and draining, be it stress from the workplace or home. Worse, you can find yourself wallowing in depression, which does not in any way contribute to you achieving that kind of life that you want. As such, it is important that you pay close attention to your emotional health, since not doing so only sets you back and causes a myriad of problems.

If you find yourself drowning in emotional turmoil, here are some tips to help you rise up and get back in your feet again.

1. **Do things that positively impact others.** When you do something good for others, it helps you to feel useful. This feeling is not only good to have, but also important in the sense that you find meaning in your life in doing good service towards other people.
2. **Practice self-discipline.** Discipline is one of the most important values that you could ever develop. Without self-discipline, you will not be able to control yourself and thus increase the chances of you doing something that you will soon regret. Developing self-discipline can be really difficult, but it is not impossible.

3. **Learn new things.** Doing so helps to make you feel proud of yourself. For every accomplishment that you achieve, you are slowly building yourself up, which in turn makes you feel more satisfied about being you.
4. **Enjoy the beauty of nature.** The beauty of nature is simply amazing. Why not try to relax your troubled mind by taking a walk in the park, or going on a weekend hiking trip with family or friends and enjoy the view? It can surely do wonders for a tired mind and soul.
5. **Enjoy art.** Aside from nature, why not try to be amazed by the wonderful paintings or sculptures in your local museum?
6. **Learn to manage your stress.** Stress is the number one enemy of a healthy mind. Identify your stressors and get rid of them completely. If not, try to limit your exposure to them. This helps to make sure that your mind is stress free.
7. **Limit unhealthy habits like worrying.** Worrying is one thing that causes wrinkles to form in one's forehead. Stop worrying about unnecessary things. If they are important, do something about them instead of just worrying.
8. **Appeal to your senses.** Your senses provide your connection to the rest of the world, and are especially helpful in relieving stress and helping you deal with emotional distress. So go ahead, savor the taste of good food, enjoy the wonderful sights around, or listen to your favourite music. Better yet, do them all at the same time, like strolling around a nature park with a cappuccino in one hand and your mp3 player plugged into your ears.
9. **Engage in things that stimulate you.** Do something creative for yourself. It doesn't matter if nobody else can appreciate them, as long as you could. Don't worry about people who don't appreciate your work, since they just add to your stress levels.
10. **Make leisure time a priority.** Always save time in your schedule for fun. Remember, all work and no play makes anyone a dull person.

11. **Save time for meditation.** Aside from fun, find time in your schedule to meditate. This can greatly help in relaxing your mind and finding inner peace.
12. **Challenge negative thinking.** Do away with pessimistic thoughts and focus on the positive ones. Burdening your mind with negative thoughts do not do you any good, and rather builds up more stress.
13. **Give yourself an advice.** Talking to your self is a good way of overcoming emotional breakdown. Imagine what you would like to tell yourself during these times. Sometimes, the perfect advice is already inside us, if we only try to look and listen.
14. **Perfection is not always necessary.** We are humans, and we make mistakes. Make room for those. Striving for perfection makes life more demanding. Perfection and excellence is good, but not when they are causing you heaps stress and pressure. Besides, making acceptable mistakes relieves you from the pressure of having to maintain a clean slate.
15. **Don't look at the picture with an all-or-nothing point of view.** Just because you made seven perfect cupcakes and burned the other three doesn't mean that you are a failure. Again, remember that you are human and that you have certain limitations.
16. **Don't overgeneralize.** Don't think that because you can't make perfect cupcakes now means that you can't make perfect cupcakes in the future. Remember that every day is a new learning experience, and that what holds true yesterday doesn't always hold true today.
17. **Jumping to conclusions.** Some people make the mistake of thinking that they can't do something without even trying. Jumping into negative conclusions only holds you back from trying, and possibly accomplishing something that you are bound to be proud of.

18. **Expose yourself to sunshine.** Take a short walk outdoors. Keeping yourself holed up in your room and darkness gives way to depressing thoughts. Besides, your brain needs vitamin D in order to function properly.
19. **If possible, take care of a pet.** Taking care of a pet helps to bring out the caring side of you. When you find that you are capable of caring, you will see that life is much more beautiful and accommodating. You don't have to buy your own pet, by the way. Try walking your neighbor's dog, or feeding your kid's goldfish while they're at school.
20. **Watch a funny movie or TV show.** Have a good laugh every once in a while. Like they say, laughter is the best medicine, especially for the emotionally distressed.

## Physical Fitness: Stay Healthy to be Happy

*"Take care of your body with steadfast fidelity. The soul must see through the eyes alone, and if they are dim, the whole world is clouded."*

*~ Wolfgang Van Goeth*

Physical fitness is another requirement that one must fulfil in order to achieve the kind of life that he or she wants. When you are unfit, you will find that you cannot do much to make the necessary changes to your life. In addition, how would you enjoy everything you've worked hard for when you are lying sick in the hospital bed?

Taking care of your physical health can be difficult to most, especially since they think that this requires hitting the gym at least thrice a week and indulging only in healthy foods. However, such is not always the case. There are some things that you can do to keep yourself physically healthy and still be able to enjoy your life now.

1. **Don't push your physical limitations.** When trying to achieve your goals, know that you are human and your physical body has its limits. Of course, it is important to give your 100%, but not at the risk of suffering from physical illnesses which can actually set you back from reaching your goals.
2. **Get a good night's sleep.** Being tired will not do you any good, and you cannot function well whether at home or art work or anywhere else.
3. **Wake up early.** Studies show that spending more time in bed than necessary makes your body feel tired. Besides, you will be able to get more things done when you have more time in your hands.
4. **Eliminate bad vices like smoking and drinking.**

5. **Eat well and healthy.** Choose healthy foods instead of fast food and processed food. Remember, garbage in, garbage out.
6. **When exercising, start slow.** Don't shock your body into exercising. It can lead to injuries and causes you to feel aches afterwards.
7. **Don't procrastinate.** Exercise even when you feel like you don't want to. You'll see that once you are up and about, you'll forget about not wanting to exercise.
8. **Exercises need not be a chore.** You can do simple exercises like walking or climbing the stairs and jogging to the parking lot and more.
9. **Make activity enjoyable.** Listen to music while you run or watch TV while jogging on the treadmill.
10. **Include friends and family in your exercise regimen.** One way to keep your exercise regimen fun is by calling friends and families to join you. The more the merrier.
11. **Prepare healthy snacks, like apples, carrot sticks and more.** Avoid buying snacks from the canteen or the cake shop whenever you can avoid it.
12. **Only choose exercise activities that you enjoy.** This helps you to keep on going. Doing activities that you do not like only leads to dullness and bore.
13. **Choose activities that are readily accessible like jogging or walking or running.** Don't spend thousands of dollars on advertised exercising machines or signing up for gym classes.

In conclusion, a better life of course requires more than what is mentioned above, but having a positive outlook in life, as well as being emotionally capable and physically fit are some of the best ways to get you started in that journey towards that life that you want – and deserve.

# Finding Success in Business

*"The important thing is not being afraid to take a chance. Remember, the greatest failure is to not try."*

*~ Debbi Fields*

Starting your own business can be challenging, what with all the requirements from the state and various departments like sanitation, fire department and so on. Not to mention the other arrangements that need to tackled like hiring the right employees, setting up the business space and so much more. However, this does not mean that it is impossible to start your own business, and become successful at it, too.

There are so many things that can help you and your business become a success. Here are some tips that have helped pull many businesspeople out of slump and build a business that they are truly proud of.

## How to Succeed in Business

Not all business succeed. Actually, a huge percentage of start up business close up within a year of operation. True, it is quite dampening to hear, but it doesn't mean that you should just give up and continue with your regular day job, especially so if you don't find any satisfaction in it anymore.

Whenever you feel like throwing in the towel, read through the following tips and hopefully, you will find them helpful enough to rejuvenate and rekindle the fire you once had when you first opened your doors for business.

1. **Identify what is blocking your way to success.** Identifying these barriers is important so that you can get rid of them. By removing these obstacles, you will find that the path to success is much clearer.

2. **Don't let fear cripple you.** Many people want to start their own business, but are afraid to do so because of fear, because they don't want to give up their monthly salary. If you really want to start your own business you should learn to break away from the crowd, and follow your dream no matter what.
3. **To succeed you need to find your niche.** You will not succeed in something that you are not passionate about. Besides, a successful business entails long and hard work, so you had better find something that you enjoy doing.
4. **You should have a positive outlook in business.** That is, you should shed all your negative tendencies, if you fall, learn to get up and try again.
5. **You need to commit to your business that is run it with discipline.** Some people when they start their own business they become complacent. This is one of the major factors why businesses fail, and one that you should avoid at all costs.
6. **Have patience.** Not all businesses yield profits over night, you need to learn to wait and continue to strive hard even though times are difficult.
7. **Brilliant ideas are not enough.** You should learn to adapt those ideas to the present needs of your potential customers – you know, the ones that pay you.
8. **Never invest your entire savings into your business.** Be wise and be sure to have a stack of cash in savings for emergencies.
9. **Don't carry excess baggage with you.** Forget about poor education, unsupportive parents and whatnots. These are negative things that will only make your journey towards business success much more difficult. Do away with them immediately and focus on what you want to achieve.
10. **Learn the business.** Take time to learn not only your particular role as the businessperson but also other things that may affect your business like the competition, the market forces at play and others.

11. **Learn from your mistakes.** Find out what went wrong and don't repeat them.
12. **Learn from your success, too.** Learn what worked and how you can use them to bring in more success – and cash.
13. **Be steadfast.** Remember that the road to success is not a straight highway. There are sharp curves and u-turns along the way.
14. **Create something that stands out.** All the successful companies over the last few years have either promoted innovative ideas and are now successful. You need to make something is totally different if you want to succeed.
15. **Create something that the people who work for you can be proud of.** Running a business requires a team. Be sure to include them in your vision for success.
16. **Choose people who have the same philosophy as yours.** By walking hand in hand towards the same goal increases your business' chances of becoming a success.

## Being a Good Boss and Leader

*"A good boss makes his men realize that they have more ability than they think they have, so that they consistently do better work than they thought they could."*

*~ Charles Erwin Wilson*

As the owner of a business, you will most certainly have employees under you who will look up to you for leadership. Since you basically gave them jobs, they look up to you as their provider, and expect you to lead them towards more success. This can be pressuring, and downright challenging.

Here are some helpful tips to help you get through those times when the pressure of being a leader is starting to get under your skin.

1. **As a leader you must remain modest yet assertive.** Know when and where to draw the line between being a friend and being a boss.
2. **Being the boss of your company, you must have a vision.** You and your business must stand for something. Without a vision, you will find your company lost amongst the many other businesses out there.
3. **Learn how to be a good decision maker.** Making tough decisions is one of the most difficult parts of being a boss and a leader. Learn systems like swot analysis or Q-CAT. They are systematic methods that are proven to work, and are used by many successful managers and leaders worldwide.
4. **Don't point fingers at your employees when something goes wrong.** This hurts their self-esteem and lowers their morale. Instead, discuss the problem with the employee and find solutions together.
5. **Know and appreciate your employees' accomplishments, not just yours.** Doing so will help you to remain a humble and not a self-centered boss, as well as gain their trust and respect.

6. **Be a team leader and a team builder.** Learn how to build a team that is as good as a well-oiled machine. By building such a team, you can be sure that your business will not only thrive but succeed as well.
7. **Let your team know that they have your support and always be ready to give a hand.** By doing so, you are telling your team that you are the kind of leader that they can depend on and look up to at work. Create an environment of openness and support in your business in order to let your employees know that you are approachable.
8. **Don't breathe down on your team's neck.** Give them room to move. This helps to let them know that you trust them enough to do well and work well with minimal supervision.
9. **Don't micromanage.** Controlling a business with excessive attention to details makes everybody feel stiff and tense. Loosen up a bit and let slip unimportant and minor details.
10. **Teach your team by handing them responsibilities that are challenging but doable.** By doing so, you are helping them to maintain their interest and motivation, as well as help develop their skills for every problem or challenge that they solve.
11. **Be visible.** Let everybody see you. Good bosses are not always stuck behind the desk in an office, looking all important. Go out and check on your employees. Shake hands with them and ask for updates – and smile.

## Dealing with Difficult Employees

*"In corporate culture, efficient managers are successful in dealing with difficult people and situations."*

*~ Anonymous*

Being the boss is not always easy, especially so when you meet an employee who is causing some difficulties for the other employees or you. They can be lazy or arrogant, disrespectful or even downright stressful. So how do you handle such employees?

There are many ways to handle such negative behaviour from employees, here are some tips to help you get a hold of them and put them under control.

1. **Orient new employees properly.** Be sure to explain every rule and expectation you have of the new employee. This helps him or her understand what he or she is expected to do, and how he or she is expected to do it.
2. **Hold them accountable for their mistakes.** You can be a good guy and let it slip, but this can quickly become a habit and some employees may take advantage of you in the future.
3. **Focus on tangible actions.** Focus on the employee's behaviour that you see and observe, not on what you were told. Gossips and rumours are some of the things that can easily distract you from seeing an employee's true worth.
4. **Provide feedback to your employees' actions.** If they did well, then a pat in the back would be nice. If otherwise, then a short and productive discussion is in order.

5. **Think first, act later.** When a difficult employee is starting to get to your nerves, don't let your emotions get the best of the situation. As a businessperson, you are expected to react with your head first rather than your heart.
6. **Don't let bad behaviour get worst.** A spark can quickly become a great fire. Nip evil in the bud.
7. **Remember, the people around you are the ones you choose.** Choose wisely the first time.
8. **Written memos should only come as a last result** – and only after an oral reprimand was given.

Running a business is a tough undertaking – it requires skill, knowledge, effort and more. These alone are not enough though, since it also requires a lot of time and attention if it is to be a success. It requires passion, persistence and hard work. With all these requirements, is it possible to actually succeed, especially if you are running a small and budding business?

Of course, it is.

Remember, there is no single formula that can guarantee your success in business. You must open yourself up to learning, absorbing every single positive and negative thing and making the most out of them all.

## Career Success: Rising Up the Corporate Ladder

*"Climbing to the top demands strength, whether it is to the top of Mount Everest, or to the top of your career."*

*~ Abdul Kalam*

Of course, who wouldn't want to achieve something in their career and become successful? Rising in ranks and getting higher salary must have been the dream of every working man and woman since time immemorial – from the ancient Egyptian pyramid worker wishing he was the foreman, to the present and modern day clerk dreaming to be the company's next CEO.

Success in career is truly an endeavour worth working hard for, considering all the benefits and rewards that come with it.

However, like in many things, the road to becoming successful in careers are not paved flat and showered with roses. Rather, it is rugged and broken, and filled with many challenging obstacles that can make even the strong of heart doubt himself or herself.

While treading this dreary path, here are some tips to help you along. Hopefully, you can find some useful and empowering tips that can provide you with direction and the resilience you need in order to succeed.

1. **Try to approach every day at work like a beginner.** This means that you should have an open and curios mind ready to learn and absorb new things at work. This holds true no matter how long you have been working that job. With this kind of mindset, you will feel that you are more excited to go to work, which in turn can increase your productivity.
2. **Try to finish as much work as you can in a day.** Do more than what is required and go beyond your quota. This not only makes a great

impression on your boss or supervisor, but also makes you feel good and raises your self-esteem.

3. **Learn to listen to others in your office.** Don't show off your knowledge as they will become evident as you use it. Remember this: If your mouth is always open, you will not learn.
4. **Learn to work with a team.** Whatever your line of work may be, you will always find yourself working with a team at some point. Learn to be cooperative and be a contributor. Soon, the people you are working with will realize how much of a team player and valuable asset you are.
5. **Do what you say you will do** – don't keep promises and appointments you can't keep.
6. **Always smile -** and bring in a positive atmosphere to the workplace.
7. **Never be satisfied with what you know.** Always strive to know more if you want to succeed. The want for learning is a great motivator towards being successful.
8. **Don't bring problems to work.** Problems at home should stay there. Having said that, problems at work shouldn't be brought home.
9. **Don't be the first out the door.** Instead, spend a little time fixing your desk or the papers on your desk. Pull down the finished post-it notes from the corkboard. Showing the boss that you can spare some time and care enough to do even these little things has its own benefits.
10. **Make yourself indispensable.** The more value you bring to the table, the more indispensable you become. Work hard to bring in results and see how fast you rise in the corporate ladder.
11. **Learn new skills.** Don't be satisfied with your present skill set. Try to learn new ones every day, even those skills that you think are not used in your department. You never know when they may come handy.
12. **Be organised.** Your workplace is a reflection of yourself. Besides, an organized desk can make life easier for you since you don't have to

waste time looking for something underneath all the clutter and heaps of paperwork on your desk.

13. **Take control of time, not time controlling you.** Many people work hard trying to beat the clock in order to get out of the office early. This is not helpful at all, since it is time that is dictating how you should work. Instead, focus on finishing certain tasks at certain times. Set a schedule and routine for everything. Things are much easier this way.
14. **Speak up.** Nobody can read your mind. If you have a terrific idea, say it.
15. **Go the "extra mile."** Spend extra time at work or volunteer to help in a project, or better yet, lead it. These extra things you do can greatly help you in your journey towards a successful career. Remember, there are many opportunities in the extra mile because very few people dare to go there.

## Dealing with a Difficult Boss

*"When dealing with difficult people. Remember that you can't control their actions, only your own reactions to them."*

*~ Anonymous*

One thing that makes life at work hard and challenging is having a difficult boss. They can come in many forms and kinds. Some of them are bullies and always ready to go on rampage, while there are others who are content to giving snide remarks. Others are just overflowing with arrogance, while there are also others who are not really helpful and prefer sitting at their desk and just telling what everybody should do.

When worst gets to worst, it may be a good idea to just quit your job and be rid of your boss. However, before you decide to do so, you should know that there are certain things that you can do to make your boss' treatment towards you better, or at least tolerable.

1. **Make an honest analysis of yourself.** Are you sure that the boss is just trying to bully you, or have you perhaps made or forgotten to make or submit something?
2. **Be proactive.** This means that you have to stay positive even though your boss is being difficult. This can be downright hard, but having a plan of action surely helps.
3. **Have a plan or action ready.** Knowing how your boss behaves is a good way of preparing for the onslaught of his or her bad behaviour. Here, you can think about what you can do when the boss tries to bully you or makes rude comments about you.

4. **Stay professional.** Even though you are already at the point of breaking, remain calm and treat your boss with professionalism. Show him or her that when he or she can't be civil, you can. This alone should make you feel better about yourself, and your boss disappointed and embarrassed about his or her behaviour.
5. **Be consistent.** People don't change their behaviour overnight, so don't expect your boss to have a sudden change of heart soon after a discussion. The point here is to remind the boss consistently that his or her bad behaviour is not acceptable, and you have to make this point clear every single day if needed.
6. **Keep a journal of the boss' bad behaviours.** Make a list of all things abusive and unprofessional. Take note of the facts, not just your reactions or opinions. This helps you to carefully analyze your boss' behaviour and hopefully use this knowledge to get to know him or her better.
7. **Know when enough is enough.** If you can bear with it, or if it happens once a month, then it is probably still tolerable. If it happens on a daily basis, then it is time to confront your boss.
8. **Don't risk your health over the matter.** Dealing with a difficult boss can be really stressful. If the stress is causing your physical and emotional health to deteriorate, then you had better talk to him or her, or get the higher ups involved.
9. **Don't lose your self-esteem.** Terrible bosses can bring your self-esteem crashing to the ground. If you feel like your personality is being stepped on, now is the time to confront him or her.
10. **Don't go up to the human resource office just yet.** Think of the HRO as a last resort.
11. **Encourage your boss' good behaviour with praise.** It may sound easier to criticize your boss' bad behaviours, but remember that they are also human and have the need to feel appreciated sometimes. Maybe this

way, you can get to his or her good side and may even be the start of a better working relationship.

12. **Gather a group of supporters.** When you know that you are not the only one in your office who is receiving an abusive treatment from your boss, then rally the others behind you. There is power in numbers and may just make your boss realize how many people he has been giving a hard time with in the office.
13. **Discuss rather than confront.** When the boss criticizes you or your performance, don't defend yourself by lashing out as it only breeds more conflict. Rather, since he or she is criticizing your idea, then that must mean that they have a better idea. Ask them for their advice and use their ideas as topics for discussion and problem-solving.
14. **Do great work.** Even if you hate your boss, remember to work hard and carry out your responsibilities as dutifully as you can.
15. **Quit.** When too much has been said and done, or when all has been tried yet failed, then it's time to quit. Remember though to leave with grace, instead of storming out the door. You may not have a job, but at least you have self-respect.

## Dealing with Difficult Colleagues

*"Corporate world is 101 on dealing with difficult people & quite frankly, a lot of fools."*

*~ Anonymous*

Every work place has at least one of this type of people – you know, the ones who exude negativity every now and then, affecting other people in the workplace negatively and pulling down their morale and productivity.

Of course, they are supposed to be the boss' problem. However, since you are the one who is being directly affected, it is also your responsibility to take action and find a solution. Here are some tips to help you deal with co-workers who make your life at work difficult.

1. **When a co-worker complains, listen actively.** Sometimes they just repeat their complaints to you because they think you didn't listen the first time. So listen actively and ask questions to prove that you have been listening.
2. **Ask if they want your advice.** Don't just go about telling them what to do. Sometimes, they already what to do, they are just waiting for someone to tell them to go ahead.
3. **If you are going to give advice, be sure to know your limitations.** Don't talk about something you are not really knowledgeable about. Instead, tell them some books or clubs or workshops that they can attend, or probably to the human resource office.
4. **Examine yourself first.** Are you sure that your co-worker is the problem. Are you not just over reacting?

5. **Talk to your co-worker who has been giving you a difficult time.** Remember to be pleasant and agreeable while doing so.
6. **Check for positive outcomes.** Check if the behaviour changed after having a talk with the person.
7. **If all else fails, then it is time to get the boss or supervisor involved in the issue.** Tell them the negative effects that your difficult co-worker's behaviour is having on you and your performance.

## Dealing with Workplace Stress

*"Stress is the trash of modern life – we all generate it, but if you don't dispose of it properly, it will pile up and overtake your life."*

*~ Danzae Pace*

The workplace is the breeding ground of unnecessary stress. Without proper stress management, you will soon find yourself unable to function properly and productively, which only makes it more difficult for you to achieve success in the workplace.

It is of utmost important that whatever stress is in the workplace be dealt with immediately. Here are some tips that can be useful in combating stress in the workplace.

1. **Take deep breaths.** Proper breathing helps to bring more oxygen to your brain and thus helps you function properly.
2. **Find humour in your situation.** Laugh about minor mistakes every once in a while to relieve yourself of tension.
3. **Move around the office.** Stress is both mental and physical, and nothing relieves the mind better than getting physical. Physical exercise releases those feel good hormones in the brain that helps to battle stress.
4. **Light a scented candle.** It can be quite difficult to do in your cubicle, but if you have your own office, feel free to do so. If you work in a cubicle, those little air fresheners will do. Choose soothing fragrances like lavender or chamomile.
5. **Look out the window.** There is nothing better to distract the mind from stress than looking at a view of the busy street below your office or the calm and colorful corporate garden.

6. **Listen to relaxing music.**
7. **Practice saying no.** Remember that you cannot please everybody, and trying to do so only puts more burden and pressure on your shoulders.
8. **Learn how to delegate.** If there is too much work already, learn to distribute it to other people.
9. **Drink a glass of water.** It helps to keep your body hydrated during pressing times like this.

## Being a Good Subordinate: Follow, then Lead

*"You will never be a good leader unless you first learn to follow and be led."*

*~ Tiorio*

Before you can become a good boss or leader, you must first learn how to be a good follower. After all, it is through this following process that you are trained and honed. Unless you are the direct heir to a big company, or when you just graduated and starting in this career, then the only place to start is from below, and slowly work your way to the top.

Sometimes it can be quite difficult to simply be a follower, especially so when we believe that we are meant for something much more. But do know that everybody has to start from somewhere, and it just happens that for you, the starting point is being a dutiful subordinate.

So how can you be a good subordinate? Someone who the boss can trust and depend on? Someone who the boss thinks has the potential? Here are some tips that hopefully can be of use to you.

1. **Behave professionally.** Don't fool around by wasting your time and your co-worker's time.
2. **Take criticisms positively.** Constructive criticisms, especially given by the boss or bosses, are given in order to help you change for the better.
3. **If the criticism is offensive, ask to have a discussion.** Tell your how you felt without getting to emotional, but also tell them that you would like to know what you are doing wrong so you can change it.
4. **Learn to do your job.** If you don't know how to do something, go learn how, and don't make excuses about why you didn't or can't do it.

5. **Take advantage of the free trainings and seminars given by the company.** They will surely help to improve your performance a lot.
6. **Come early.** Don't come on time.
7. **Be a part of the solution.** Stop whining about all the things that are wrong with the company or a project. A positive attitude goes a long way with the supervisors. When you go to the boss with a problem, be sure to have a solution ready.
8. **Don't slack at work.** Don't wait for the deadline before you start working on the problem. Work and finish what you can today.
9. **Don't dress like your co-workers.** Dress better. In fact, dress as well or even better than your boss.
10. **Help others, especially the junior employees.** Remember how it felt when you were new to the job. Remember not to do their work for them, but rather teach them how to do their work properly. You will soon see that you will have their respect even though you are not their boss.

The road to success in the corporate world surely is not an easy one to take. But do know that many people – your bosses and supervisors, to be exact, have taken the same road and emerged successful. Why can't you?

## Creating Great Relationships

*"Let us be grateful to people who make us happy, they are the charming gardeners who makes our souls blossom."*

*~ Marcel Proust*

Relationships are those bonds that we have with other people in our lives – family, friends, mate, and others. It is through these relationships that we are able to show that we are capable of caring and loving.

However, being in a relationship can be quite demanding and sometimes plain difficult. Who hasn't had a fight with his or her sibling, or a falling apart with friends or breaking up with a partner? There is not one single person who hasn't experienced all these, and this only shows that although relationships can be happy, there will be times when all is bleak and challenging.

So what do you do during those times? Here are some tips to help you get through those dark times.

## Finding the Perfect Mate

*"To find someone who will love you for no reason, and to shower that person with reasons, that is the ultimate happiness."*

*~ Robert Brault*

Finding the perfect mate is crucial because you don't want to spend the rest of your life with someone that you don't want to. Follow the tips below and good luck.

1. **Know what you are looking for.** If you don't, you'll end up settling for whoever comes along.
2. **Make a list of what you want.** Include all external and internal qualities, from specific physical attributes to behaviour and even knowledge and skills.
3. **Compromise on minor things.** If she doesn't have blue eyes but is a good cook, so what? If he is two inches shorter than your ideal man but is the most caring person you know, why not? Learn to discern between the important and not so important. Sometimes, you can't just have it all.
4. **Don't compromise on major issues.** If you don't want a smoker, don't date one. When you compromise on major issues like this, you will end up hoping that they will change, and if they don't you'll end up feeling disappointed and frustrated.
5. **Search wide.** Use the social media, or ask your friends and or cousins or your sister working in another state.
6. **Once you find that special someone, get to know him or her for at least a year before committing.** It sometimes takes this long before you have a fairly good amount of information about someone.

7. **If in that year you see signs of abuse, verbal, physical or emotional, end the relationship.**
8. **No second chances.** If the person abused you the first time, you can be sure that there will be a second, no matter how many promises they make. Think hard about whether you are willing to take that risk.
9. **If you are searching for an aesthetically appealing person, you yourself should be aesthetically appealing as well.** Maintain good grooming and hit the gym every once in a while.
10. **Remember that that person is also looking for an "ideal" person.** Strive to become that ideal person for him or her if you are sure that he or she is the one.

## Making New Friends

*"The shortest distance between new friends is a smile."*

*~ Anonymous*

Making new friends is somewhat difficult, especially for those who are shy and not outgoing. However, there are many benefits to having friends that you can trust and rely on whenever you need help. In addition, having friends can make it easier for you to make those changes that you need in order to have a better life. It can be difficult to find true friends, but finding them is well worth it.

1. **Spend more time with people.** Friends don't always come knocking on your door. You must go out and find them.
2. **Join organizations or clubs**. Find people who have the same interests as you.
3. **Volunteer.** Not only do you find satisfaction and fulfilment but this is also a good place to find helpful friends.
4. **Keep eye contact and smile when having a discussion.**
5. **Initiate a get together.** If you want to build a better friendship, make ways to get everybody together again by initiating a get together. You can ask them to bring their friends to in order to meet more people.
6. **Ask about their families, pets or significant others.** This makes them feel that you are genuinely interested in them.
7. **Talk about their hobbies and interests.** Listen to what makes them tick and build a conversation around it.
8. **Don't pressure someone into being friends with you.**
9. **If someone forgot to invite you to their party, don't chide them.**

10. **Don’t call someone repeatedly.** Remember, you are trying to start a new, friendly relationship with the person, and annoying them with unnecessary phone calls is not a good way to go.
11. **Avoid overstaying your welcome anywhere.** Be careful not to feel to close with the person early on.
12. **It takes a long time to move from acquaintance to friends.** Don’t rush anyone into becoming friends with you.
13. **Choose your friends wisely.** You will find that as you make more friends, there will be ones you would like to keep, then there are others whom you would like to let go. The choice is not really that difficult.

## Keep Your Friends Close…Closer, If Possible

*"I cannot even imagine where I would be today were it not for that handful of friends who have given me a heart full of joy. Let's face it, friends make life a lot more fun."*

*~ Charles R. Swindoll*

Friends are some of the most important people in our lives. Without them, life wouldn't be as fun. However, there are times when we fight with friends and even break up the circle. Here are some tips you can follow in order to maintain good relationships with your friends.

1. **Keep in touch.** Friendships are formed over time, not just a single moment or bonding.
2. **Give gifts** – personalized gifts
3. **Don't be fair weather friends.** Stay together through the good and bad times. Be loyal.
4. **Be trustworthy.** A good thing about having friends is that you have someone to share yur secrets with.
5. **Cherish good friends, and be a good influence to those who are going astray.**
6. **Don't separate one friend from another.** It happens that some people have two groups of friends. Get them together. Others have the tendency of becoming jealous if one friend spends more time with the other.
7. **Don't be judgemental.** When a friend commits a mistake and runs to you, whether just to tell you about it or ask for advice, don't scold them. Instead try to put them back to the right direction.
8. **Participate in your friends' favourite activities.** You may find that some friends of yours have different favourites. Join them. This is a good way of

showing them that you care enough for them to try something new and different.

9. **Step out of your comfort zone to help a friend.** If there is a conflict between your ego and friends, choose your friends.
10. **Don't be too clingy.** People are busy, learn to respect their time. You cannot always keep on disturbing them with phone calls and chatting.
11. **Have time for your friends despite your busy schedule.**
12. **If you make mistakes, be sure to apologize.** Not doing so sometimes results to getting friends to join your side instead of the other

## Maintaining Good Relationships with Your Family

*"You do not choose your family. They are God's gift you, as you are to them."*

*~ Desmond Tutu*

Family is the single most important group in anyone's life. There are the parents who have taken care of you from the day you were born until you were old enough to take care of yourself. There are your siblings who, despite your occasional disagreements and fights, are always there to listen and help whenever possible. It is true that families can be dysfunctional sometimes, but they are family, and they are there, and that is what counts the most.

However, being with family is not always easy as was briefly touched on the above paragraph. There will be times when you will sometimes doubt whether you are loved or even considered as part of the family. During times like these, here are some tips that can help you get through, and hopefully pave the way towards a better relationship between you and your family members.

1. **Eat dinner together.** This is a time for family members to talk to each other about anything: a daughter's ballet class, a son's football game, a mother's cooking or a father's funny day at work. Any topic works.
2. **Set aside a recreational time involving all members.** Planning this should also involve everyone.
3. **Respect each other's personal space.**
4. **Keep communication lines open no matter what.**
5. **Get to know each other better every day.** The modern times are filled with hectic schedules and busy lifestyles. Find a little time in your schedule to have a sit-down with family members every now and then. It doesn't

have to be a grand family dinner – a latte in the coffee shop is more than enough.

6. **Give each other time.** Nobody likes being ignored, so spend appropriate amount of time for everyone.
7. **Treat everyone equally.** Treat them like how you want to be treated, with respect and affection.
8. **Never scream or shout at anyone, wife or husband or father or mother or kids.**
9. **Learn to compromise.** Learn when to give way and when not to.
10. **Help each other, whether in house chores or school homework.**
11. **Learn to forgive.** It is not common for family members especially siblings to be fighting for breaking another's thing. Forgiveness allows to show compassion, and makes you feel good all over, too.
12. **Never break a promise.** When you promise to take your child to the football game, take your child to the football game.
13. **Don't scold too much.** Scolding is sometimes necessary, but don't overdo it.
14. **Always listen.** To children's complaints, to stories of old folks, to husband or wife's needs and wants.
15. **Admit mistakes.** Never try to put fingers to anyone. If it is your fault, then admit it.

## Maintaining a Loving and Lasting Relationship with Your Partner

*"There is not more lovely, friendly and charming relationship, communion or company than a good marriage."*

*~ Martin Luther*

A husband and wife's life is not always as sweet as when they first met. Sometimes, the longer that they stay together, the more often fights will occur, and for a variety of reason which may sound unfounded and plain silly. True, this can be very difficult sometimes, and makes you feel that ending or cutting the strings is probably the best and only option available right now.

But wait, why end something when you can still save it? Why not try to make the dwindling flame burn blazingly again? There are certain ways that this can be done, and here are some empowering tips that can hopefully fuel your passion once more.

1. **Never go to bed angry.** Simply because you'll wake up angry and fighting.
2. **Don't make mean jokes about each other's family members.**
3. **Plan family finances early on.** Finances are some of a wife and husband's biggest problems, mostly reaching an argument about who gives more and who doesn't. Don't let money matters interfere with the relationship. Remember, you made a vow to be in this together – what's mine is yours and vice versa.
4. **Never fight in front of the kids.**
5. **Make a romantic escapade every once in a while.** It is nice to run off to the Maui or Miami, but a candle light dinner in a local restaurant will do.
6. **Don't talk about ex-girlfriends or ex-boyfriends.** Husband, **d**on't brag about how many girls you have dated. Wife, don't talk about how many guy's hearts you have broken.
7. **Don't underestimate the power of touch.** A rub at the back. A kiss in the neck. All these simple gestures of affection is a great way of saying "I love you."
8. **Make surprises.** Everybody loves surprises, so plan something unexpected for your wife or husband tonight.

9. **Give them some space.** It is important to spend quality time together, but it is also important to give your mate the space and time to do something they like.
10. **Never miss a day to show him or her how much you love him or her.**

Relationships are as hard as they come, but no one can deny the wonderful effects and the solid impact that a good relationship can have in a person. Maintaining a great relationship with family, friends and spouse can be tough nowadays, but it is necessary in the journey towards self-improvement – simply because these relationships contribute greatly to your growth and development as an individual.

## Conclusion

Going through all the tips mentioned from page one until the last, you should by now realize that the path towards becoming a person who is able to achieve anything is not at all that easy. There are many obstacles in business that needs to be addressed, as much as there are problems in the office that needs to be dealt with before you can climb up the corporate ladder. There are problems in life and love, which when neglected can lead to varying problems and conflicts. All of these, when ignored, can have damaging effects to your being – emotionally, mentally, and physically – which in turn will in no way help you to become the person you want to be.

Despite all these, there is one thing that you should always remember: never give up.

It is sometimes easy to just throw in the towel when life starts throwing hooks and uppercuts. But when you do give up, what will become of you?

Are you ready to live a life of misery, to wallow in despair for the rest of your years?

Will you not be sorry and regretful, spending your life thinking about what could have been if only you kept going?

Can you live the rest of your life thinking, that you had the chance for a better life, yet you turned away from it because you are afraid of challenges and change?

Remember, the ability to achieve anything in life requires you to go through challenges and changes that will help you grow into something better.

Whether you accept those challenges and changes is up to you.

But do remember that you owe it to your family, friends, your spouse, and every other person that cares about you and you care about to at least try to become a better person.

Most importantly, though, you owe it to yourself – you deserve to have a great life just like everybody else. The only thing that stands between that you right now is you.

So, what are you going to do about it?

*"An arrow can only be shot by pulling it backwards. So when you feel like life is dragging you back with so many difficulties, be happy as it means that it will soon launch you into something far greater. So hold on, stay focused, and keep aiming."*

*~ Anonymous*